

**U.S. District Court
Middle District of Georgia**

NOTICE REGARDING FILING OF SEALED MATERIALS

Effective January 1, 2008, a 3.5" diskette or compact disc (CD) should accompany all paper documents for motions to seal and any attached documents requested to be placed under seal; the diskette or CD should contain electronic versions in Portable Document Format (pdf) of the paper motion and other documents being filed. If you would like the paper documents and/or the diskette or CD returned to you after filing, you will need to include a self-addressed postage paid envelope at the time you submit the diskette or CD, paper motion and documents to the court; otherwise, the paper documents and diskette or CD will be destroyed 30 days after filing.

The *Administrative Procedures for Filing, Signing, and Verifying Documents by Electronic Means* will be modified in Section IV, Conventional Filings of Documents, Documents to be Filed Under Seal. This section will read as follows:

“All motions or applications to file documents under seal along with a proposed order and the document(s) to be sealed should be presented to the Clerk’s Office in both conventional format (paper) and electronic format (Portable Document Format (.pdf)) on either a 3.5" diskette or CD; if there is some reason the documents cannot be provided to the court in electronic format, please include a Notice of Manual Filing (See Form B, this manual) to indicate the reason. If the motion or application is granted, the assigned judge, or his designee, will enter electronically the order authorizing the filing of the documents under seal and the documents will be returned to the Clerk’s Office for filing under seal. Sealed paper documents and the diskette/CD will be destroyed 30 days after they are electronically filed unless the filer indicates the paper and/or diskette/CD should be returned. If return is requested, the filer should indicate so and include a self-addressed postage paid envelope at the time the paper documents and diskette/CD are submitted to the court.

An exception to this rule is filing of an *ex parte* motion. Since these motions do not require permission from the court before filing, they should be filed electronically using the Ex Parte relief under the Motion category to ensure the motion being filed is a private (confidential) entry in CM/ECF. As a private entry, both the docket entry and the document can be seen only by the Court and no Notice of Electronic Filing is sent after the docket entry is completed. All *ex parte* motions should be clearly labeled as such in the title of the document.”